

Automatic Draft: This option allows for your payments to be withdrawn automatically from your bank account on a monthly basis. This eliminates the inconvenience of checks, coupons, postage, and ensures timeliness of payment. To set up the automatic draft, complete the Automatic Draft Authorization Form below, enclose a voided blank check and mail it to FirstService Residential. Your payment will automatically be deducted from your Checking or Savings account on the **third business day of each month**. If the assessment amount changes with the adoption of the annual budget, FirstService Residential will notify you prior to drafting the new assessment amount at the beginning of the budget period.

Automatic Draft Authorization

For automatic draft authorization complete this form and mail to our office at:

FirstService Residential
5295 Hollister Road
Houston, TX 77040

Please check one New Change Existing

Unit # _____

Account # _____

Association Name: _____ ("Association")

\$ _____ Monthly Amount. _____
Exact name of account to be charged

Checking Acct. # _____
Name of Bank and Branch

Transit/ABA No. _____
(the nine digit number at the bottom of your check)

NOTICE TO THE OWNER:
 The bank reserves the right to terminate this automatic payment option upon written notice. Signature of an owner of the deposit account is required on this authorization.

Due to processing requirements, please allow up to 30 days for Automatic Payments to begin. The payment will be deducted from your bank account on the third business day of each month. I/We authorize the Association to charge the above account for the amount indicated. FirstService Residential will continue to charge the above account until the Association receives my written notice of cancellation.

Signature _____ Date _____ Signature _____ Date _____

You must attach a voided check and mail along with this form to FirstService Residential at the address listed above.



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